

From: [About.com Presentation Software Guide](#)
To: [Salas, Jessica C.](#)
Subject: Beyond Basic PowerPoint: Week 1 - Photos and Graphics Are Major Players
Date: Monday, January 02, 2012 8:48:00 PM

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Beyond Basic PowerPoint



Week 1 - Photos and Graphics Are Major Players

From **Wendy Russell**, your Guide to Presentation Software



Let's face it. A PowerPoint presentation is a visual thing. Photos and graphics are what make them interesting to an audience. Here are some tips to make your [slides](#) more appealing.

PowerPoint File Sizes Too Big?

[What Do Photos and File Size Have in Common?](#)

Did you know that the **method used** to insert your photos into PowerPoint can affect the file size?

[Optimize Photos to Use in Presentations](#)

PowerPoint presentations filled with photos, can often monopolize the computer's resources, resulting in a sluggish presentation or even causing a crash. This is where editing your photos first, comes into play.

Compress Photos to Reduce Large File Sizes

If you forgot to optimize your photos first, before adding them to the presentation, PowerPoint has a quick fix. You can compress one or all of the photos by clicking on one button.

- [Compress Photos in PowerPoint 2007](#)
- [Compress Photos in PowerPoint 2003](#)

[Crop Pictures in PowerPoint](#)

Cropping pictures in PowerPoint has two bonuses for your presentation.

- You get rid of extra stuff in the picture that is not necessary to make your point.
- You reduce the overall file size of your presentation.

Graphic Alignment

[Align Graphic Objects on PowerPoint Slides](#)

Using the *Distribute* feature makes it a "piece of cake" to align graphic objects perfectly.

- [Align Graphics in PowerPoint 2007](#)
- [Align Graphics in PowerPoint](#) (earlier versions)

Hotspots Are Not Just for Nightlife ...

[Image Maps and Hotspots in PowerPoint](#)

Have you ever watched a PowerPoint presentation and seen the presenter click on a portion of a [graph](#) and presto you are taken to the slide pertaining to just that aspect of the graph? The presenter clicked on an area -- (the [hotspot](#)) -- of the graph -- (the [image map](#)), which linked to the relevant slide.

Fun Stuff ... What To Do With All Those Vacation Photos

[Create a PowerPoint Digital Photo Album](#)

It is easy to create a digital photo album in PowerPoint. An added bonus is that once completed, you can [save the presentation to use on the web](#) as an online photo album.

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- [Digital Photo Albums in PowerPoint 2007](#)
- [Digital Photo Albums in PowerPoint 2003](#)

[9 Tips to Jazz Up Your Digital Photo Albums](#)

Creating a digital photo album in PowerPoint is easy. You can make it a really special photo album by adding a few "bells and whistles" to jazz it up.

[Troubleshoot PowerPoint Photo Albums](#)

The photo album feature in PowerPoint 2003 is a quick and easy way to make digital photo albums. However, sometimes unforeseen problems crop up.

[PowerPoint Video](#)

[Importing and Arranging Media in PowerPoint Presentations](#)

Learn how to import, adjust, and arrange media such as photos, clip art and sound in your PowerPoint presentation. A full transcript is provided below the video so you can follow on your own.

[Genealogy - Trace Your Family's Roots](#)

[Create a Family Tree Chart](#)

If you would like to start tracing your family's roots, PowerPoint has the tools to make it easy to create a family tree chart of all the members in your family. You can make it as simple or as complicated as you want. Simply add more pages to extend the family tree to more generations.

[New to PowerPoint 2007](#)

[SmartArt Overview in PowerPoint 2007](#)

These days presenters have to go the extra mile when they create a digital presentation to accompany their talk. By that I mean that slide shows of old contained mostly facts, usually in bullet form, and today the audience wants more than just lists of items. So, what does a presenter do? He gives them a graphic representation of those old bullet points. This is done using SmartArt, which is the new name for all the diagrams that you can create in PowerPoint.

This email is written by:

Wendy Russell

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Contact Information:
249 West 17th Street
New York, NY, 10011

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